

10 Step Goal Planning System

1. **Goal Statement:** _____

2. **Personal Benefits.** Why do you want to achieve this goal? Prioritize their importance.

3. **Current Position.** Analyze and list your specific Strengths, Weaknesses, Opportunities & Threats.

S. _____

W. _____

O. _____

T. _____

4. **Obstacles & Risks.** List everything (real and imagined) that you can anticipate. Prioritize your risks.

5. **Investments & Sacrifices.** List everything, including time and money, that you can anticipate.

6. **Knowledge Requirements.** What do you need to learn? Prioritize your learning activities.

7. **Support Team.** List the people, groups and organizations you need to help you. What role will they play?

8. **Plan Development.** List all activities, objectives and target dates to achieve your goal. Prioritize your plan.

	<u>Activities</u>	<u>Target Date</u>	<u>Actual Date</u>
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

9. **Deadline.** On what date will you achieve this goal?

10. **Rewards & Celebrations.** Identify your personal reward.
